

GENERAL ADMINISTRATIVE AND MISCELLANEOUS1-105. EPA Training and Learning1. AUTHORITY.

a. To purchase training and learning courses, activities, books and materials, under the authority of the Government Employee Training Act (GETA), up to \$25,000. The authority of the GETA may be used for training of EPA employees through non-Government off-the-shelf training courses which are available to the general public. These include established university catalog courses or commercial course offerings (including all electronic media courses, performance improvement sessions and future search conferences) that are available to the general public at catalog or market prices. GETA authority also covers attendance at meetings, conferences, seminars and symposia where the primary purpose is "mission-related;" i.e., the training assists in achieving the Agency's mission and performance goals.

b. To approve the use of employee time for training and learning programs under the GETA including long-term training and international training in accordance with EPA policies, regulations, and standards.

c. To purchase training under the GETA at or below the "micropurchase threshold" as defined in the FAR Part 13 through persons with bankcard purchase authority.

2. TO WHOM DELEGATED.

a. The authority in paragraph 1.a. is delegated to the Region III Training Officer, in the Human Resources Management Branch, in the Office of Policy and Management.

b. The authority in paragraph 1.b. is delegated to the Assistant Regional Administrator for Policy and Management.

c. The authority in paragraph 1.c. is delegated to authorized bankcard holders in Region III.

3. LIMITATIONS.

a. The GETA does not authorize the development or design of new training courses or the modification of an off-the-shelf training course; this must be acquired in accordance with standard Agency procurement practices with the assistance and approval of an Agency Contracting Officer. Limited "tailoring" of material; i.e., the independent adaptation by a vendor of its own existing material at no additional cost to the Government, is considered within the definition of "off-the-shelf" training and is not considered a modification.

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b. For group training events that exceed \$2,500, at least three providers must be considered and the final provider selected based on quality, availability and cost. A brief memorandum for the file shall explain the basis of selection of a particular provider. This requirement does not apply if the provider is a university or college or for procurement of training for an individual employee.

c. All training and learning requirements exceeding \$25,000 shall either be referred to the Director, EPA Learning Institute for consideration/approval or shall be processed through local procurement personnel using established procurement procedures.

d. The Region III Training Officer is responsible for ensuring that for any procurement exercised under this authority, the following information is maintained and readily available: description of product/service; name of the provider; participant's name(s); name, cost, location and dates of course/conference/event; any other associated costs such as travel or supplies; and memoranda explaining the basis for selecting a particular provider (see paragraph b. above). A good faith effort shall be made to collect and maintain evaluative information about the quality of each course. Additional documentation shall be maintained for special circumstances (e.g., long-term training, training of political appointees, etc.) as required by applicable regulations and policies. The means and methods for collecting and maintaining this information is the responsibility of the Region III Training Officer.

e. If accepted by vendors, bankcard procedures shall be used for executing all covered procurements which fall below the micropurchase threshold. Standard Form 182, "Request, Authorization, Agreement and Certification of Training" shall be used for executing all covered procurement exceeding the micropurchase threshold and for training purchases in which the vendor does not accept the bankcard.

f. All requests for training must be approved by the Region III Training Officer. Individuals should submit an electronic "Nomination for Training" form to their supervisors. The supervisors will approve/disapprove them at their discretion. Approved requests will be forwarded to the Training Officer for action.

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4. ADDITIONAL REFERENCES. Memorandum from the Director, EPA Learning Institute, titled "Redelegation of Authority," dated June 23, 1997.

5. REDELEGATION AUTHORITY. The above authorities cannot be redelegated without formal amendment.

Date: 9/11/00

/s/
Bradley M. Campbell
Regional Administrator